

Statement Terms Setup

Last Modified on 11/25/2025 11:00 am EST

Statement Terms are used to display the terms that print on plain paper laser statements. The Statement Terms will print on generic invoices, single invoices, invoices by journal, and tank rental statements.

1. On the *Statement Terms Entry* window at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Statement Terms Entry*, enter the Statement Terms in the *Line 1 - Line 4* fields that will print on generic and single invoices, invoices by journal, and tank rental statements. Statement Terms can be up to 40 characters per line.

Terms	
Line 1	Net Due 30 days
Line 2	
Line 3	1 14% finance charge on unpaid balances
Line 4	after 30 days (15% APR).

2. Press **CTRL+Q**.